

INSTRUCTIONS FOR FILING A SITE DEVELOPMENT PERMIT/AMENDMENT

INSTRUCTIONS

Please prepare the plans, forms and other required information listed below and return them, by appointment, to the Planning Divisions of the Department of Planning, Building and Code Enforcement. Applications will only be accepted for processing if they are complete.

1. **Completed Application Forms.** A separate application shall be filed for each site. Each application shall be signed by all owners of the real property included in the site or by a person having the lawful power of attorney therefor or by a qualified tenant. The application may designate an agent who has full authority to act on behalf of the applicant, except that the agent may not sign the application, acceptance or withdrawal. Original signatures are required. A qualified tenant means the exclusive tenant of the entire site and parcel subject to the application, under a recorded lease, which has a remaining term of five or more years at the time of application. A copy of the recorded lease must be included with this application.
2. **Description of Parcel Property.** A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.
3. **County Assessor's Parcel Map.** Provide a copy of the Assessor's Parcel Map (APN) showing the subject property. This map can be obtained from the County Assessor's Office at 70 West Hedding Street, 5th Floor, San Jose, CA or from the Planning Division, City Hall, Room 400.
4. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
5. **Development Plan Sets.** Seven (7) plan sets that include:
 - Title Sheet
 - Site Plan

- Grading and Drainage Plan
- Elevations, architectural details, etc.
- Landscape Plan

Plus an additional ten (10) Site Plans, one (1) Grading and Drainage Plan, two (2) Landscape Plan and **one (1) legible black line plan set, reduced 11" x 17"**. A description of the Development Plan Set requirements is included with these instructions.

6. **Environmental Review.** A complete application for the appropriate environmental document or some evidence that environmental review has been completed for this project.
7. **Fees.** An application fee, public noticing fee, and a fee for the appropriate environmental application are due at the time of filing (see fee schedule).

Please call our Appointment Desk at 277-8820 for an application appointment.

DEVELOPMENT PLAN SET

The Development Plan Set shall set forth, show and delineate the following:

1. All sheets shall be blackline and of uniform size - 24" x 36" is the maximum sheet size (sheets of larger size shall require prior approval before filling the application).
2. All sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.
3. All sheets shall be dated and adequate space provided for dates and nature of all revisions.

Sheet No. 1. Title Sheet:

- a. Name of project and description of proposed use
- b. Listing of any prior development permits issued for the subject site
- c. Table of contents listing all plan set sheets, their content and page number

Sheet No. 2. Site Plan: (drawn to scale) (may require more than one sheet labeled "Site Plan" to include the information listed below):

- a. Location map and Assessor's Parcel Number(s)

b. Statement and tables:

1. Total acres of subject property (net and gross)
2. Total number of dwelling units
3. Total existing and proposed gross square footage of floor space for each non-residential use
4. Total existing and proposed net square footage of floor space (85% of gross) for each non-residential use
5. Total number of existing and proposed off-street parking and loading spaces
6. Percentage of proposed site coverage for buildings, off-street parking and loading, and landscaping
7. Residential density (number of dwelling units per acre)

- c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines
- d. Dimensions of subject property and all existing lot lines
- e. All existing and proposed buildings, structures and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the site plan)
- f. Proposed off-street parking, loading, and circulation areas
- g. All existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property
- h. Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed, facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliners, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes
- i. Cross-sections of the full right of way for all existing and proposed public and private streets, and driveways, each fully dimensioned
- j. Location of existing and proposed on-site lighting fixtures

Sheet No. 3. Grading and Drainage Plan:

- a. Topography with pad elevations for the site and all property within 50 feet
- b. Existing trees, specifying size, species, condition and disposition
- c. All existing and proposed retaining walls, swales and inlets

- d. All existing and proposed contours, including slopes and identification of Top of Curb(TOC), Top of Wall(TOW), Base of Wall(BOW), invert and grate elevations
- e. Sections through the property to include adjoining properties, showing the grading and soundwall/fence at the property line
- f. Drainage flows and overland release flows
- g. Details of retaining walls, swales and drainage structures
- h. Paving materials

Sheet No. 4. Building Elevations:

- a. Dimensioned elevations of all exterior walls (Photographs may be substituted for existing elevations to remain unchanged)
- b. Type of roof, wall and trim materials, colors and textures
- c. Attached and detached sign details, designs and locations
- d. Changes or additions to existing buildings or materials clearly identified

Sheet No. 5. Floor Plans:

- a. Total gross floor area
- b. Total square footage of leasable floor area (i.e. 85% of gross)

Sheet No. 6. Landscape Plan:

- a. All areas to be landscaped, whether maintenance is to be public or private (Public maintenance areas are subject to City Standards and must be included in improvement plans for a Public Works Clearance)
- b. Location, size and identification of each tree, shrub, ground cover and other landscape feature
- c. All property lines and street names
- d. Location of existing and proposed walks, driveways, fences, pools, ponds, water features, retaining walls
- f. Typical details of spray, ground cover, shrub, and tree irrigation installations
- e. Standards for class of irrigation pipe, depth of pipe and backflow preventers

Note: A conceptual irrigation plan is required for many projects once the site layout is resolved. Refer to the City of San Jose Landscape and Irrigation Guidelines for required details.

Sheet No. 7. Details:

- a. Details for proposed fences, walls, trash enclosures, roof equipment screening and lighting
- b. Details for any atypical building features

SITE DEVELOPMENT PERMIT/AMENDMENT APPLICATION

TO BE COMPLETED BY PLANNING STAFF

| | | | | |
|-------------------------|----------------|--------|------------------|------------------|
| FILE NUMBER H | | | | RECEIPT #: _____ |
| PROJECT LOCATION | | | | AMOUNT: _____ |
| ZONING | GP DESIGNATION | QUAD # | COUNCIL DISTRICT | DATE: _____ |
| | | | | BY: _____ |

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

Pursuant to the Provisions of Part 7 of Chapter 20.100 of the San Jose Municipal Code, application is made to request a:

CHECK ONE BOX

☐ SITE DEVELOPMENT PERMIT

☐ AMENDMENT TO A SITE DEVELOPMENT PERMIT

PREVIOUS H PERMIT FILE NUMBER **H** _____

FOR THE PROPERTY LOCATED AT:

| | | |
|--|--|-------------|
| ASSESSOR'S PARCEL NUMBER(S) (APN) | GROSS ACREAGE | NET ACREAGE |
| EXISTING USE OF PROPERTY | ESTIMATED DATE OF OCCUPANCY (month/year) | |
| PROPOSED USE OF PROPERTY OR SUBJECT OF AMENDMENT | | |
| IF PROPOSAL IS RESIDENTIAL - NUMBER OF UNITS | IF PROPOSAL IS NON-RESIDENTIAL - NEW GROSS BUILDING SQUARE FOOTAGE | |

THE FOLLOWING EXHIBITS ARE ATTACHED HERETO AND MADE A PART THEREOF BY REFERENCE.

- ☐ A LEGAL DESCRIPTION OF SUBJECT PROPERTY - EXHIBIT A
- ☐ THE COMPLETE DEVELOPMENT PLAN SET FOR THE SUBJECT PROPERTY, ENTITLED _____

DATED / / AND LAST REVISED / / ,
CONSISTING OF _____ SHEETS

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT THE FOLLOWING IS TRUE AND CORRECT:

1. The undersigned are all the owners of all the property described in Exhibit A - Legal Description of Subject Property, or tenants of the entire subject site with a recorded lease and a term remaining of at least five years.
2. The development plans a part of this application show the exact location, size, and use of all easements on the subject site and all easement on surrounding properties benefiting the subject property.
3. If there are any existing active or deactivated water wells on your property, they must be shown on your plans. The property which is the subject of this application:

_____does contain existing active or deactivated water wells and they are shown on the plans accompanying this application

_____does not contain existing active or deactivated water wells.

4. In conformance with Section 65962.5 of the California Government Code, and as owner(s) of the property referenced below, I(we) hereby certify that I(we) have reviewed the list of Hazardous Waste and Substance Sites within the City of San Jose, as compiled by the State Office of Planning and Research. The property which is the subject of the above-referenced application is_____ is not_____included on said list. If included on the List, the listed item reads as follows:

THE UNDERSIGNED HEREBY DECLARE THAT THEY UNDERSTAND THE FOLLOWING APPLIES TO THEIR PROJECT:

5. **Notice to Applicants regarding effect of Wastewater treatment capacity on land development approvals.** Part 2.75 of Chapter 15.12 of the San Jose Municipal Codes requires that an applicant acknowledge the effect of Wastewater treatment capacity on Land development approvals at the time of application. As owner (s) of the property subject to this development application, I(we) hereby acknowledge the requirements of the Municipal Code, as stated below, and understand that these requirements will apply to the development permit for which I(we) am(are) applying.

Pursuant to Part 2.75 of Chapter 15.12 of the San Jose Municipal Code, no vested right to a building permit shall accrue as the result of the granting of any land development approvals and applications when and if the City Manager makes a determination that the cumulative sewage treatment demand on the San Jose-Santa Clara Water Pollution Control Plant represented by approved land uses in the area served by said Plant will cause the total sewage treatment demand to meet or exceed the capacity of the San Jose-Santa Clara Water Pollution Control to treat such sewage adequately and within the discharge standards imposed on the City by the State of California Regional Water Quality Control Board for the San Francisco Bay Region. Substantive conditions designed to decrease sanitary sewage associated with any land use approval may be imposed by the approving authority.

| | | | |
|--|------|-----------------------------------|----------|
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # | |
| ADDRESS | CITY | STATE | ZIP CODE |
| NAME OF FIRM, IF APPLICABLE | | TITLE OR OTHER OFFICIAL CAPACITY* | |
| SIGNATURE X | | DATE | |
| * PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC... | | | |
| IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE USE THE FOLLOWING PAGE TO PROVIDE THE ABOVE INFORMATION. | | | |

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT ITEMS 1 THROUGH 4 ON PAGE 2 OF THIS APPLICATION ARE TRUE AND CORRECT, AND DECLARE THAT THEY UNDERSTAND THAT ITEM 5 ON PAGE 2 OF THIS APPLICATION APPLIES TO THEIR PROJECT:

| | | | |
|-------------------------------------|--|-----------------------------------|---------------------|
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | | CITY | STATE ZIP CODE |
| NAME OF FIRM, IF APPLICABLE | | TITLE OR OTHER OFFICIAL CAPACITY* | |
| SIGNATURE X | | DATE | |
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | | CITY | STATE ZIP CODE |
| NAME OF FIRM, IF APPLICABLE | | TITLE OR OTHER OFFICIAL CAPACITY* | |
| SIGNATURE X | | DATE | |
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | | CITY | STATE ZIP CODE |
| NAME OF FIRM, IF APPLICABLE | | TITLE OR OTHER OFFICIAL CAPACITY* | |
| SIGNATURE X | | DATE | |
| PRINT NAME OF PROPERTY OWNER | | DAYTIME TELEPHONE # () | |
| ADDRESS | | CITY | STATE ZIP CODE |
| NAME OF FIRM, IF APPLICABLE | | TITLE OR OTHER OFFICIAL CAPACITY* | |
| SIGNATURE X | | DATE | |

* PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC...

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE ATTACH A SEPARATE COPIES OF THIS PAGE TO PROVIDE THE ABOVE INFORMATION.

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| CONTACT PERSON | | | |
|---|----------------------------|-----------------------------|----------------|
| That for the purpose of processing and coordination of this application, the following person is my (our) designated representative/contact person: | | | |
| PRINT NAME OF CONTACT PERSON | | NAME OF FIRM, IF APPLICABLE | |
| ADDRESS | | CITY | STATE ZIP CODE |
| DAYTIME TELEPHONE # () | FAX TELEPHONE # () | E-MAIL ADDRESS | |
| PROJECT DEVELOPER | | | |
| PRINT NAME OF PROJECT DEVELOPER (IF DIFFERENT THAN OWNER) | | NAME OF FIRM, IF APPLICABLE | |
| ADDRESS | | CITY | STATE ZIP CODE |
| DAYTIME TELEPHONE # () | FAX TELEPHONE # () | E-MAIL ADDRESS | |
| ARCHITECT and ENGINEER | | | |
| PRINT NAME OF ARCHITECT | | NAME OF FIRM, IF APPLICABLE | |
| ADDRESS | | CITY | STATE ZIP CODE |
| DAYTIME TELEPHONE # () | FAX TELEPHONE # () | E-MAIL ADDRESS | |
| PRINT NAME OF ENGINEER | | NAME OF FIRM, IF APPLICABLE | |
| ADDRESS | | CITY | STATE ZIP CODE |
| DAYTIME TELEPHONE # () | FAX TELEPHONE # () | E-MAIL ADDRESS | |

DEVELOPMENT APPLICATION CHECK SHEET

| | | | |
|---|--|-------|---------------|
| NOTICE TO APPLICANT: <i>Do not complete</i> this form. Present at time of application. Your application will be accepted <i>only</i> if <i>all</i> items are included in correct form and numbers. Please be advised, however, that the items on this check sheet do not necessarily constitute a complete application. Additional items may be required to complete the review of your project. | | | |
| FILE NUMBER | | STAFF | DATE RECEIVED |
| REQUIRED COPIES | DOCUMENTS | | |
| 1 | APPLICATION FORM correctly filled out <input type="checkbox"/> Applicant(s) - listed as owner(s) or qualified tenants of subject property <input type="checkbox"/> Signature(s) of owner(s) listed above <input type="checkbox"/> Contact Person identified <input type="checkbox"/> Architects, Engineers and Developers identified <input type="checkbox"/> Affidavit Page signed by owner(s) | | |
| 1 | LEGAL DESCRIPTION <input type="checkbox"/> Single metes and bounds description of entire property or <input type="checkbox"/> Lot and tract number from recorded subdivision map, and copy of said tract map <input type="checkbox"/> Plot map of delineating the Permit Area (8 1/2" x 11") | | |
| 1 | <input type="checkbox"/> COUNTY ASSESSOR'S MAP | | |
| 7 sets 10 extra 1 extra | DEVELOPMENT PLAN (consult application instructions for specific requirements) <input type="checkbox"/> Attached in sets in correct order <input type="checkbox"/> Title Sheet <input type="checkbox"/> Site Plan <input type="checkbox"/> Grading and drainage <input type="checkbox"/> Floor plans <input type="checkbox"/> Building Elevations <input type="checkbox"/> Landscape plan <input type="checkbox"/> Details | | |
| 5 1 | ENVIRONMENTAL REVIEW <input type="checkbox"/> Draft EIR or <input type="checkbox"/> Completed Application for Environmental Clearance which includes: Photographs Vicinity and location maps Signed disclosure forms <input type="checkbox"/> Request for Environmental Exemption or <input type="checkbox"/> Some evidence that environmental review has been completed | | |
| FEES <input type="checkbox"/> Application Fees <input type="checkbox"/> Environmental Fees <input type="checkbox"/> Public Noticing Fee <input type="checkbox"/> Additional Charges <input type="checkbox"/> Record Retention Fees | | | |

ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

INSTRUCTIONS

What Projects Apply?

All applicants creating, adding, or replacing **5,000 square feet or more of impervious surface*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Jenny Nusbaum at: jenny.nusbaum@ci.sj.ca.us or (408) 277-4576.

* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

| TO BE COMPLETED BY PLANNING DIVISION STAFF | |
|--|--|
| PROJECT FILE NO.: | |
| TO BE COMPLETED BY APPLICANT | |
| PROJECT DESCRIPTION | PROJECT LOCATION |
| ASSESSOR'S PARCEL NUMBER(S): | |
| APPLICANT NAME (please print) | DAYTIME TELEPHONE NO: () |
| PROJECT TYPE (Check all that apply): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____ | EXISTING USES ON SITE: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____ |

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ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

PROJECT SIZE:

- a. Site size: _____ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): _____ sq. ft.
- c. Impervious surface area created, added, or replaced: _____ sq. ft.
- d. Total impervious surface area (new + existing): _____ sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: _____ %
- Estimated area of land disturbance during construction: _____ sq. ft.
(including clearing, grading, or excavating).

HAZARDOUS MATERIALS:

Will or have hazardous materials been used or stored on site? ☐ Yes ☐ No

- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:
- _____

- b. If required, has a Hazardous Materials Management Plan been approved for the site? ☐ Yes ☐ No

TYPES OF STORMWATER CONTROL MEASURES: proposed with project (please refer to item below and check all that apply):

☐ Stormwater Treatment ☐ Source Control ☐ Site Design

SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

| Storm water Treatment | Source Controls | Site Design |
|--|---|---|
| <input type="checkbox"/> Biofilter (veg. swale/strip) | <input type="checkbox"/> Wash area/racks, drain to sanitary sewer | <input type="checkbox"/> Minimize land disturbance |
| <input type="checkbox"/> Detention basin (dry) | <input type="checkbox"/> Covered dumpster area, drain to sanitary sewer | <input type="checkbox"/> Minimize impervious surfaces |
| <input type="checkbox"/> Detention pond (wet) | <input type="checkbox"/> Swimming pool drain to sanitary sewer | <input type="checkbox"/> Minimum impact street or parking lot design |
| <input type="checkbox"/> Underground detention | <input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment) | <input type="checkbox"/> Cluster structures/pavement |
| <input type="checkbox"/> Media filter (sand, organic matter, bioretention) | <input type="checkbox"/> Outdoor material storage protection | <input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas) |
| <input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit) | <input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas | <input type="checkbox"/> Pervious driveway design |
| <input type="checkbox"/> Infiltration trench | <input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.) | <input type="checkbox"/> Microdetention in landscape |
| <input type="checkbox"/> Porous pavement | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Preserve open space |
| <input type="checkbox"/> Wetland basin | | <input type="checkbox"/> Protect riparian and wetland areas, riparian buffers |
| <input type="checkbox"/> Wetland channel | | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Inlet filter | | |
| <input type="checkbox"/> Other _____ | | |

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